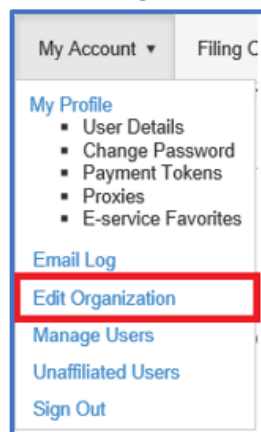# How to Update an Organization's Mailing Addresses

1. Log in to eFileAZ as a user with administrative access

2. Click on the *My Account* link from the top menu.

3. Click on the *Edit Organization* link on the My Account menu.

4. Make the appropriate changes to the address (Address, City, State, and Zip are required). Click *Update* to save the changes.